

POLICE TRAINING COORDINATOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To identify training needs and develop training schedules for all law enforcement personnel; to assume responsibility for court duties including reviewing all crime reports submitted to the District Attorney; to administer the Police Department's Cost Recovery program; and to perform a variety of duties relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from an assigned Administrative Assistant.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS – *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Identify training needs for all sworn and non-sworn personnel; develop and schedule on and off-site training; arrange hotel reservations and course reservations with vendors.
2. Ensure department compliance for training with the Commission of Peace Officer Standards and Training; participate in P.O.S.T. sponsored activities.
3. Maintain accurate and precise training records including field training program, monthly performance evaluations and firearms qualifications; generate mandated reports; prepare records for inspection or State department audits.
4. Review all crime reports submitted to the City or District Attorney's Office for criminal charges; return reports as necessary for further clarification or detail.
5. Serve as liaison between the Police Department, the District Attorney's Office, Municipal and Superior Courts, judges, administrators and clerical staff.
6. Review recommended charges as filed by District Attorney's Office; determine which charges or cases require modification or priority attention; direct to appropriate staff member.
7. Maintain accurate and precise records of all criminal cases filed with the City or District Attorney's Office.
8. Process and track all convictions on drunk driving offenses, both misdemeanor and felony; notify offender of the City's Cost Recovery program; process and maintain monthly billing for program.
9. Process small claims forms for persons not responding to cost recovery attempts.

Marginal Functions:

1. Maintain awareness of new developments in the field of law enforcement training; incorporate new developments as appropriate into programs.
2. Perform related duties and responsibilities as required.

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QUALIFICATIONS

Knowledge of:

Principles, operating procedures and practices of law enforcement and court systems.
Training requirements of sworn police officers in accordance with the Commission of Peace Officer Standard and Training.
Principles and procedures of record keeping.
Principles and practices of training program development and implementation.
Requirements governing preparation of crime reports.
Modern office procedures, methods and equipment including computers and supporting word processing and spreadsheet applications.
Principles of business letter writing and basic report preparation.
Pertinent Federal, State and local laws, codes and safety regulations.

Ability to:

Coordinate and direct law enforcement training programs.
Identify training needs and develop training schedules for law enforcement personnel.
Review all crime reports submitted to the District and/or City Attorney.
Administer the Police Department's Cost Recovery program.
Negotiate with citizens concerning cost recovery efforts.
Ensure department compliance for training with the Commission of Peace Officer Standards and Training.
Maintain accurate and precise training records.
Interpret and explain City policies and procedures.
Serve as liaison between the Police Department and other City department.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work including the general public.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of responsible secretarial or office administrative experience within a law enforcement environment.

Training:

Equivalent to the completion of the twelfth grade supplemented by college level course work in criminal justice or a related field.

License or Certificate

Possession of, or ability to obtain, a law enforcement computer system access certificate.

Valid California Driver's license

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

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Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for heavy or moderate or light lifting; walking, standing or sitting for prolonged periods of time; extensive use of computer keyboard.